



## RECRUITMENT ANNOUNCEMENT

### Human Resources Assistant *Internship*

\$ 10.00/hr

Posting Date:  
**October 14, 2015**

Closing Date:  
**Open Until Filled**

It is the mission of the Human Resources Department to develop, implement and maintain programs and processes that add value to the City of Troy and to our workplace, leading to improved employee welfare, empowerment, growth and retention, thereby solidifying the City of Troy's position as an employer of choice.

The Human Resources Assistant position is part of our Next Professional Development Program and is designed as an internship to expose college students and new professionals to employment in municipal government working in collaboration with Department leaders and specialists in Public Administration, Finance, Marketing, and many other departments within the City.

**HOURS:** Up to twenty (20) hours per week. Six (6) month assignment, with possibility to extend to one (1) year.

#### DUTIES (Not All-Inclusive)

The Human Resources Assistant will learn the practical application of:

- Steps in the recruiting and hiring process, including: posting job openings, reviewing resumes, participating in interviews, etc.
- The importance of employment law and compliance, especially regarding employment eligibility, confidentiality, proper maintenance of employee files, and forms management.
- The interrelationship of Human Resources and other City departments in the areas of new employee paperwork, payroll issues related to onboarding and termination, recruiting, report generation, etc.
- Employee benefit issues, health insurance enrollment and termination, open enrollment, and the customer service aspect of benefits oversight.
- Hands on experience assisting with the on-boarding and exit interview process.
- Assist in the creation of ADA compliant job descriptions.
- Participate in department and safety meetings.
- Promote cross-departmental interaction and assist with various projects.
- Assist with regular office duties and perform other job related duties as assigned.

#### REQUIREMENTS (Open Competitive Applicants)

- Pursuing a Bachelor Degree with a focus in Human Resources, Public Administration, Business or other related field.
- Ability to prioritize tasks and handle numerous assignments simultaneously.
- Excellent written and verbal communication skills.
- A high level of integrity, accuracy, dependability, and confidentiality.
- Proficient in Microsoft Office, qualified candidates must pass a technical test to be invited to an interview.
- As a condition of employment, the successful candidate must pass a pre-employment physical including drug screen.

#### APPLY

Applications are available at [www.troymi.gov/jobopenings](http://www.troymi.gov/jobopenings) and can be sent to [apply@troymi.gov](mailto:apply@troymi.gov) or turned into the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084.

Your application is part of the review process; be sure it is complete. Attaching a resume is required, however, all information requested on the application form must be completed (*i.e. writing "see resume" is not sufficient*).

#### **AN EQUAL OPPORTUNITY EMPLOYER**

The City of Troy does not discriminate against persons with disabilities in employment or the provision of services. If you have a disability and may need accommodation in order to participate in this process, please contact the Human Resources Department at least two (2) working days in advance of the date needed. An attempt will be made to make reasonable accommodation.